

ACCOUNTING COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Accounting Coordinator exists is perform a wide variety of journey-level professional accounting and financial work. Conduct research, develop forecasts, perform analysis to evaluate the efficiency and effectiveness of city operations, and make recommendations. Provide indirect supervision of clerical staff and assist in quality delivery of services to the organization and to the citizens in the Accounting and Budget Department. This classification is not supervisory. Work is performed under general supervision by an Accounting or Budget Director. The Accounting Coordinator classification is distinguished from the Accountant classification by the more complex nature of accounting assignments and the need to exercise initiative and independent judgment in performing work.

ESSENTIAL FUNCTIONS

Prepares and coordinates other clerical staff efforts in preparation of periodic reports such as the annual financial report, financial trends, grant, investment, or other operational reports required to gauge operational efficiency and/or compliance with federal, state, and local ordinances or guidelines.

Performs research studies, feasibility studies, benchmarking studies, needs assessments, cost/benefit analyses, cross impact analyses, and management studies; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports on various computer software.

Performs program evaluation and organizational analysis; monitors procedures and methods; prepares oral and written presentation findings and recommends action; provides project management expertise to coordinate and implement department or citywide projects.

Advises City budget liaisons regarding budget development, revenue and expenditure monitoring; coordinates grant applications; develops fiscal trend forecasts and reports; makes oral and written recommendations for fiscal affairs; coordinates service contracts and agreements; and coordinates the development of performance measures and workload indicators.

Participates in the formulation and administration of accounting and auditing policies and procedures; develops, evaluates, and implements internal controls; and devises systems to improve the City's fiscal management capabilities and/or compliance with federal, state, and local ordinances or guidelines.

Listens, communicates, and deals effectively with co-workers, staff, representatives of other government agencies, and the general public, researching as necessary to provide requested information. Provides superior customer service for both internal and external customers.

Provides accounting advice, designs and conducts user training for financial systems and processes, tailoring such training to the specific needs of the user.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Generally accepted accounting principles, practices, and procedures and their application for governmental accounting.

Public administration principles and practices.

Computerized financial systems.

Ability to:

Develop accounting data in preparation of reports and statements.

Operate a variety of standard office equipment, including a personal computer and a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Communicate effectively both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Effectively communicate instructions and information verbally and in writing.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Accounting or other business-related field and two to five years progressively responsible professional accounting experience, preferably in municipal setting. Certification as a public accountant and/or Master's degree is highly desirable. Auditing, governmental budgeting, and finance experience is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified